



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

BOARD OF SUPERVISORS

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First District

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Fifth District

November 4, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF CONSULTANT SERVICES AGREEMENT WITH  
FACILITIES DEVELOPMENT, INC. (First District) (3 votes)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Director of Health Services, or his designee, to sign a consultant services agreement with Facilities Development, Inc. for the provision of move transition planning and implementation consultant services at the Los Angeles County + University of Southern California Medical Center Replacement Hospital, for a maximum County obligation of \$2,018,374, effective upon Board of Supervisors' approval through June 30, 2008.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

In approving this action, the Board is authorizing the Director of Health Services, or his designee, to enter into a consultant services agreement with Facilities Development, Inc. (FDI) for the provision of Move Transition Planning and Implementation Consultant Services.

**Implementation of Strategic Plan Goals**

This action meets the County's Strategic Plan Goals of Workforce and Organizational Excellence, and Fiscal Responsibility by investing in preserving and protecting the critical public infrastructure.

**Consistency with Department of Health Services (DHS or Department) System Redesign**

This action meets the Department's Strategic Goal by improving the value (quality and efficiency) of health care services provided by DHS.

**FISCAL IMPACT/FINANCING:**

The total maximum County obligation is \$2,018,374 [\$419,264 for Fiscal Year (FY) 2004-05, \$763,421 for FY 2005-06, \$670,658 for FY 2006-07, and \$165,031 for FY 2007-08], effective upon Board of Supervisors' approval through June 30, 2008.

Funding is included in the DHS FY 2004-05 Adopted Budget and will be requested in future fiscal years.

#### FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

FDI has over 20 years of healthcare transition/occupancy planning and has assisted more than 150 facilities. Their prior clients include John Hopkins University Hospital and City of Hope National Medical Center.

Move transition is a comprehensive plan of activities that include, but are not limited to, ordering and installation of new and existing equipment, furnishings, systems, telecommunications as well as an transition planning organization structure, space management, public relations/marketing, staff training and orientation, building readiness, department move plan, patient move, and regulatory compliance. Move transition activities will be coordinated and completed in parallel with the construction schedule as the building towers are completed. The plan is an inclusive and far-reaching strategy for identifying and working through all the steps leading to a successful transition to a new hospital. The organizational structure that is established will include all key operational functions (e.g. patient move, Information Technology, Public Relations, etc.) as well as an overall Steering Committee.

Hospital construction for the Los Angeles County + University of Southern California (LAC + USC) Medical Center Replacement Project is scheduled to be completed in March 2007 with full hospital occupancy expected in the third quarter of 2007, and we will report back to the Board in the near future when the Department and the consultant have completed a transition schedule. To properly prepare for the transition, many activities need to occur prior to the move. These activities include developing a move milestone schedule consisting of all key activities with completion dates, developing occupancy plans for each department with detailed information regarding any special needs and considerations and developing a detailed budget. FDI was selected to provide for a successful move transition and maintain patient continuity of care.

Under the Agreement, FDI will ensure all activities and issues related to the project are identified, coordinated, organized, managed, monitored and executed in the proper sequence and timeframe. The comprehensive activities include budget consultation, move sequence development, moving company selection coordination, mock patient move coordination, and post occupancy transition planning.

Attachment A provides additional information. County Counsel has approved the Agreement (Exhibit I) as to use and form.

#### CONTRACTING PROCESS:

On May 19, 2004, DHS released a Request for Proposals (RFP) for Move Transition Planning and Implementation Consultant Services. On June 3, 2004, DHS conducted a mandatory proposer's conference at LAC + USC Medical Center and on June 24, 2004, three proposals were received in response to the RFP.

On July 2, 2004, an Evaluation Committee convened to score the proposals and on August 10, 2004, DHS notified all proposers of the evaluation results. DHS followed the RFP Protest Policy which included debriefing meetings with the non-recommended proposers. The non-recommended proposers did not pursue other elements of the protest procedure. DHS completed contract negotiations with FDI, the highest ranked proposer, and is recommending approval of the attached Agreement (Exhibit I). FDI has reviewed and executed the Agreement.

The RFP was advertised on the Los Angeles County Online Web Site and on the DHS Web Site.

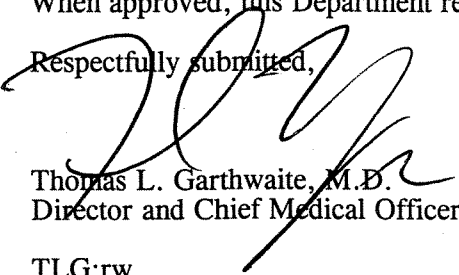
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended action will ensure that the move transition activities will be coordinated and completed effectively.

CONCLUSION:

When approved, this Department requires four signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

TLG:rw

Attachment (1)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller

BLETC3611.RW

SUMMARY OF AGREEMENT1. TYPE OF SERVICE:

Move Transition Planning and Implementation Consultant Services for the Los Angeles County+University of Southern California (LAC+USC) Medical Center Replacement Hospital.

2. AGENCY ADDRESS AND CONTRACT PERSON:

Facilities Development, Inc.  
1707 East Highland, Suite 190  
Phoenix, Arizona 85016  
Attention: Sandra Rankin, Program Manager  
Telephone: (602) 212-3574/FAX (602) 382-7007

3. TERM:

Effective upon the date of approval by the Board of Supervisors through June 30, 2008.

4. FINANCIAL INFORMATION:

The total maximum County obligation is \$2,018,374 [\$419,264 for Fiscal Year (FY) 2004-05, \$763,421 for FY 2005-06, \$670,658 for FY 2006-07, and \$165,031 for FY 2007-08], effective upon the Board of Supervisors approval through June 30, 2008.

Funding is included in the Department of Health Services FY 2004-05 Adopted Budget and will be requested in future fiscal years.

5. GEOGRAPHIC AREA SERVED:

Countywide

6. PERSONS ACCOUNTABLE FOR PROGRAM MONITORING:

Carolyn Rhee, Project Director, Replacement Project LAC+USC Medical Center,  
(323) 226-6873.

7. APPROVALS:

LAC+USC Medical Center:	David Runke, Chief Financial Officer
Contract Administration:	Irene E. Riley, Director
County Counsel (approval as to form):	Elizabeth J. Friedman, Senior Deputy County Counsel